



## **General Services Administration**

Federal Supply Services

*Authorized Federal Supply Schedule Price List – March 16, 2020*

### **MAS Schedule**

Contract No.: GS-00F-066CA

Federal Supply Group:

**March 16, 2015– March 15, 2025 (Option One)**

### **VectorCSP LLC**

101 Mill End Ct., Suite C

Elizabeth City, NC 27909

252-338-2264

[www.vectorcsp.com](http://www.vectorcsp.com)

Business Size: Small

### **Mass Modification #A812 – February 28, 2020**

***Transition of all current Multiple Award Schedules contracts from the individual 24 legacy solicitations to the Consolidated Multiple Award Schedule solicitation 47QSMD20R0001.***

***Structure of the offerings changed to Large Category, Subcategory and SIN.***

***SINs are mapped to one or more NAICS Codes.***

***When possible each SIN is mapped to a single NAICS Code, still SINs that map to multiple NAICS Codes, as well as NAICS Codes that map to multiple SINs.***

***SINS added: OLM, 541611, 541614, 541614SVC, 561210FS and 611430***

***SINS deleted: 00CORP 500, 874 1, 874 501, 874 504, 874 505, 874 507 and 874 7***



VectorCSP provides technical experts in integrated logistics support (ILS), systems integration, training/operations support, and engineering support for high ops tempo military organizations. We support acquisition and sustainment efforts, ensuring the entire set of mission support requirements (engineering, logistics, and training) are addressed, analyzed, and aligned to achieve readiness and performance objectives. Our detailed understanding of aviation and maritime operations, support principles, and standards inform how we analyze and address technical requirements to ensure safe, effective operations. VectorCSP's technical expertise spans multiple platforms, including fixed wing, rotary wing, unmanned aerial systems, and myriad surface assets.

VectorCSP earned its reputation as a trusted, technically adept support firm through the application of proven processes, technical expertise, and efficient solutions. We have been on the INC 5000 list for many years as one of the fastest growing firms in America. Our technical project teams are bolstered by our commitment to process control through our ISO 9001:2015 certification. Our direct involvement in military programs is far-reaching, including support for the C-130H/J, H-60, C-27J, E-6B, CV-22, as well as a host of C4ISR, surface assets (small boats, patrol boats, cutters), and unmanned systems. Our current portfolio includes Special Operations, Homeland Security, NAVAIR, Aviation Safety, and Nuclear communities; as our client base grows and evolves so do our capabilities and impact to our government. The future for VectorCSP is bright, and the majority of our story has yet to be written.

VectorCSP was founded in 2002 with a focus on engineering and logistics process control and client delivery. We are headquartered in North Carolina with satellite offices in the Washington D.C. metro area and Florida Panhandle, and we have employees across the nation. We hold a Top Secret facility clearance and have a DCAA-approved accounting system. With 168 employees, we are a technically adept small business comprised largely of former military technicians and program managers.

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service**

### *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is: **GSAAAdvantage.gov**.

#### **Schedule for – MAS Schedule**

**Federal Supply Group:**      **Class:**

**Contract Number:** GS-00F-066CA

#### **For more information on ordering from Federal Supply Schedules**

**click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)**

**Contract Period:** March 16, 2015 – March 15, 2025

**Contractor:** VectorCSP LLC  
101 Mill End Ct., Suite C  
Elizabeth City, NC 27909 8986  
POC: Bob Burnett  
[www.vectorcsp.com](http://www.vectorcsp.com)

**Business Size:** Small Business

**Currently Employs:** 168

**Telephone:** (252) 338-2264

**E-mail:** [bob.burnett@vectorcsp.com](mailto:bob.burnett@vectorcsp.com)

**Contract Administration:** Jane Ann Magness [jamagness@vectorcsp.com](mailto:jamagness@vectorcsp.com)

## **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

Large Category	Subcategory	SIN Description
Professional Services	Business Administrative Services	541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
	Logistical Services	541614SVC - Supply and Value Chain Management
		541614 - Deployment, Distribution and Transportation Logistics Services
	Training	611430 - Professional and Management Development Training
Facilities	Facilities Services	561210FS - combination of services and related services to support operations within facilities
OLM	OLM	Order Level Maintenance –Supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA.

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**

**2. Maximum Order: \$1,000,000.00**

**3. Minimum Order: \$100.00**

- 4. Geographic Coverage (delivery Area):** Domestic Only
- 5. Point(s) of production (city, county, and state or foreign country):**  
101 Mill End Ct., Ste. C  
Elizabeth City, NC 27909
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:**  
Yes, Government Purchase Cards are accepted below the micro-purchase threshold (\$10,000).
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:**  
Yes, Government Purchase Cards are accepted above the micro-purchase threshold (\$10,00).
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

**12. F.O.B Points(s):** Destination

**13a. Ordering Address(es):**

101 Mill End Ct., Ste. C  
Elizabeth City, NC 27909

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment Address(es):**

101 Mill End Ct., Ste. C  
Elizabeth City, NC 27909

**15. Warranty provision.:** Please call VectorCSP for our standard commercial warranty.

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

**19. Terms and conditions of installation (if applicable):** N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**20a. Terms and conditions for any other services (if applicable):** N/A

- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Numbering System (DUNS) number:** 110994303
- 26. Notification regarding registration in System for Award Management (SAM), previously Central Contractor Registration (CCR) / FedReg., ORCA and EPLS:**  
Registered

**Expiration Date:** May 7, 2021

## 27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 6	Year 7	Year 8	Year 9	Year 10
54611	Administrative Assistant	High School	4	Both	\$59.83	\$61.03	\$62.25	\$63.49	\$64.76
54611	Researcher	Associates	5	Both	\$79.31	\$80.89	\$82.51	\$84.16	\$85.84
54611	Business Process Consultant III	Bachelors	5	Both	\$161.56	\$164.79	\$168.09	\$171.45	\$174.88
54611	Business Process Consultant II	Bachelors	8	Both	\$212.15	\$216.39	\$220.72	\$225.13	\$229.64
54611	Business Process Consultant I	Masters	15	Both	\$287.87	\$293.62	\$299.50	\$305.49	\$311.60
54611	Management Consultant III	Bachelors	8	Both	\$123.37	\$125.84	\$128.35	\$130.92	\$133.54
54611	Management Consultant II	Masters	10	Both	\$184.26	\$187.95	\$191.70	\$195.54	\$199.45
54611	Management Consultant I	Masters	20	Both	\$254.09	\$259.18	\$264.36	\$269.65	\$275.04
54611	Program Control	Associates	5	Both	\$77.84	\$79.39	\$80.98	\$82.60	\$84.25
54611	Program Manager II	Bachelors	10	Both	\$132.26	\$134.90	\$137.60	\$140.35	\$143.16
54611	Program Manager I	Masters	15	Both	\$183.59	\$187.26	\$191.00	\$194.82	\$198.72
54611	Project Manager	Bachelors	5	Both	\$118.64	\$121.02	\$123.44	\$125.91	\$128.42
54611	Technical Subject Matter Expert	Ph.D.	15	Both	\$296.69	\$302.62	\$308.67	\$314.85	\$321.15
54611	Technical Writer / Graphics Specialist	Bachelors	5	Both	\$109.25	\$111.43	\$113.66	\$115.94	\$118.25
54611	Technologist III	Bachelors	8	Both	\$110.35	\$112.56	\$114.81	\$117.11	\$119.45
54611	Technologist II	Bachelors	10	Both	\$154.57	\$157.66	\$160.82	\$164.03	\$167.31
54611	Technologist I	Ph.D.	15	Both	\$229.12	\$233.70	\$238.38	\$243.14	\$248.01
541614SVC	Logistics Acquisition Specialist I	Bachelors	4	Contractor	\$114.80	\$117.10	\$119.44	\$121.83	\$124.27
541614SVC	Logistics Acquisition Specialist I	Bachelors	4	Customer	\$102.54	\$104.59	\$106.68	\$108.81	\$110.99
541614SVC	Logistics Acquisition Specialist II	Bachelors	8	Contractor	\$139.95	\$142.75	\$145.61	\$148.52	\$151.49
541614SVC	Logistics Acquisition Specialist II	Bachelors	8	Customer	\$127.69	\$130.24	\$132.85	\$135.50	\$138.21
541614SVC	Logistics Acquisition Specialist III	Bachelors	12	Contractor	\$155.95	\$159.07	\$162.25	\$165.50	\$168.81
541614SVC	Logistics Acquisition Specialist III	Bachelors	12	Customer	\$143.69	\$146.56	\$149.49	\$152.48	\$155.53
541614SVC	Logistics Acquisition Specialist IV	Bachelors	15	Contractor	\$174.11	\$177.60	\$181.15	\$184.77	\$188.47
541614SVC	Logistics Acquisition Specialist IV	Bachelors	15	Customer	\$161.85	\$165.08	\$168.39	\$171.75	\$175.19
541614SVC	Senior Logistics Acquisition SME	Bachelors	20	Contractor	\$192.57	\$196.43	\$200.35	\$204.36	\$208.45
541614SVC	Senior Logistics Acquisition SME	Bachelors	20	Customer	\$180.31	\$183.91	\$187.59	\$191.34	\$195.17
541614SVC	Supply Technician II	High School	1	Contractor	\$60.76	\$61.97	\$63.21	\$64.48	\$65.77
541614SVC	Supply Technician II	High School	1	Customer	\$48.49	\$49.46	\$50.45	\$51.46	\$52.49
541614SVC	Supply Technician III	Bachelors	3	Contractor	\$76.82	\$78.36	\$79.93	\$81.52	\$83.15
541614SVC	Supply Technician III	Bachelors	3	Customer	\$64.54	\$65.84	\$67.15	\$68.50	\$69.87
541614SVC	Supply Technician IV	Bachelors	6	Contractor	\$91.52	\$93.35	\$95.21	\$97.12	\$99.06

541614SVC	Supply Technician IV	Bachelors	6	Customer	\$79.24	\$80.82	\$82.44	\$84.09	\$85.77
541614SVC	Supply Technician V	Bachelors	10	Contractor	\$109.38	\$111.57	\$113.80	\$116.08	\$118.40
541614SVC	Supply Technician V	Bachelors	10	Customer	\$97.10	\$99.05	\$101.03	\$103.05	\$105.11
541614SVC	Senior Supply SME	Bachelors	15	Contractor	\$157.68	\$160.84	\$164.06	\$167.34	\$170.68
541614SVC	Senior Supply SME	Bachelors	15	Customer	\$145.42	\$148.33	\$151.29	\$154.32	\$157.41
611430	Training Specialist I	Bachelors	4	Contractor	\$112.62	\$114.87	\$117.17	\$119.51	\$121.90
611430	Training Specialist I	Bachelors	4	Customer	\$100.35	\$102.36	\$104.40	\$106.49	\$108.62
611430	Training Specialist II	Bachelors	7	Contractor	\$141.80	\$144.63	\$147.53	\$150.48	\$153.49
611430	Training Specialist II	Bachelors	7	Customer	\$129.52	\$132.11	\$134.75	\$137.45	\$140.20
561210FS	Administrative/Product Support I	High School	0	Contractor	\$47.93	\$48.89	\$49.86	\$50.86	\$51.88
561210FS	Administrative/Product Support I	High School	0	Customer	\$35.65	\$36.36	\$37.09	\$37.83	\$38.59
561210FS	Administrative/Product Support II	High School	2	Contractor	\$59.11	\$60.29	\$61.50	\$62.73	\$63.99
561210FS	Administrative/Product Support II	High School	2	Customer	\$46.84	\$47.77	\$48.73	\$49.70	\$50.70
561210FS	Administrative/Product Support III	Associates	2	Contractor	\$67.78	\$69.14	\$70.52	\$71.93	\$73.37
561210FS	Administrative/Product Support III	Associates	2	Customer	\$55.49	\$56.60	\$57.73	\$58.89	\$60.07
561210FS	Administrative/Product Support IV	Bachelors	4	Contractor	\$91.46	\$93.29	\$95.16	\$97.06	\$99.00
561210FS	Administrative/Product Support IV	Bachelors	4	Customer	\$79.20	\$80.78	\$82.40	\$84.04	\$85.72
561210FS	Director I	Bachelors	15	Contractor	\$256.33	\$261.46	\$266.69	\$272.02	\$277.46
561210FS	Director I	Bachelors	15	Customer	\$244.07	\$248.95	\$253.93	\$259.01	\$264.19
561210FS	Logistics/Business Consultant I	Ph.D.	3	Contractor	\$137.29	\$140.04	\$142.84	\$145.70	\$148.61
561210FS	Logistics/Business Consultant I	Ph.D.	3	Customer	\$125.02	\$127.52	\$130.07	\$132.67	\$135.32
561210FS	Logistics/Business Consultant II	Ph.D.	6	Contractor	\$149.40	\$152.39	\$155.44	\$158.55	\$161.72
561210FS	Logistics/Business Consultant II	Ph.D.	6	Customer	\$137.14	\$139.88	\$142.68	\$145.53	\$148.44
561210FS	Logistics/Business Consultant III	Ph.D.	9	Contractor	\$202.63	\$206.68	\$210.82	\$215.03	\$219.34
561210FS	Logistics/Business Consultant III	Ph.D.	9	Customer	\$190.37	\$194.17	\$198.06	\$202.02	\$206.06
561210FS	Program Manager I	Bachelors	8	Contractor	\$155.39	\$158.50	\$161.67	\$164.90	\$168.20
561210FS	Program Manager I	Bachelors	8	Customer	\$143.12	\$145.98	\$148.90	\$151.88	\$154.92
561210FS	Program Manager II	Bachelors	10	Contractor	\$201.74	\$205.77	\$209.89	\$214.09	\$218.37
561210FS	Program Manager II	Bachelors	10	Customer	\$189.47	\$193.26	\$197.13	\$201.07	\$205.09
561210FS	Project Manager I	Bachelors	3	Contractor	\$120.43	\$122.84	\$125.30	\$127.80	\$130.36
561210FS	Project Manager I	Bachelors	3	Customer	\$108.17	\$110.33	\$112.54	\$114.79	\$117.08
561210FS	Project Manager II	Bachelors	5	Contractor	\$139.22	\$142.01	\$144.85	\$147.75	\$150.70
561210FS	Project Manager II	Bachelors	5	Customer	\$126.65	\$129.18	\$131.77	\$134.40	\$137.09
561210FS	Logistics Information Specialist II	Bachelors	2	Contractor	\$106.55	\$108.69	\$110.86	\$113.08	\$115.34
561210FS	Logistics Information Specialist II	Bachelors	2	Customer	\$94.29	\$96.17	\$98.10	\$100.06	\$102.06
561210FS	Logistics Information Specialist III	Bachelors	5	Contractor	\$130.46	\$133.07	\$135.73	\$138.44	\$141.21
561210FS	Logistics Information Specialist III	Bachelors	5	Customer	\$118.17	\$120.53	\$122.94	\$125.40	\$127.91
561210FS	Logistics Information Specialist IV	Bachelors	8	Contractor	\$144.45	\$147.34	\$150.28	\$153.29	\$156.35

561210FS	Logistics Information Specialist IV	Bachelors	8	Customer	\$132.17	\$134.81	\$137.51	\$140.26	\$143.06
561210FS	Logistics Performance Analyst I	Bachelors	0	Contractor	\$62.28	\$63.53	\$64.80	\$66.09	\$67.42
561210FS	Logistics Performance Analyst I	Bachelors	0	Customer	\$50.01	\$51.02	\$52.04	\$53.08	\$54.14
561210FS	Logistics Performance Analyst II	Bachelors	3	Contractor	\$80.86	\$82.48	\$84.13	\$85.81	\$87.53
561210FS	Logistics Performance Analyst II	Bachelors	3	Customer	\$68.59	\$69.96	\$71.36	\$72.78	\$74.24
561210FS	Logistics Performance Analyst III	Bachelors	6	Contractor	\$108.66	\$110.84	\$113.05	\$115.31	\$117.62
561210FS	Logistics Performance Analyst III	Bachelors	6	Customer	\$96.39	\$98.31	\$100.28	\$102.29	\$104.33
561210FS	Logistics Performance Analyst IV	Bachelors	12	Contractor	\$126.26	\$128.79	\$131.36	\$133.99	\$136.67
561210FS	Logistics Performance Analyst IV	Bachelors	12	Customer	\$113.99	\$116.27	\$118.59	\$120.96	\$123.38
561210FS	Logistics Performance Systems SME	Bachelors	20	Contractor	\$219.30	\$223.69	\$228.16	\$232.73	\$237.38
561210FS	Logistics Performance Systems SME	Bachelors	20	Customer	\$207.03	\$211.17	\$215.39	\$219.70	\$224.09
561210FS	Quality Control Manager	Bachelors	12	Contractor	\$144.63	\$147.53	\$150.48	\$153.49	\$156.56
561210FS	Quality Control Manager	Bachelors	12	Customer	\$132.37	\$135.02	\$137.72	\$140.47	\$143.28
561210FS	Quality Control Technician I	Bachelors	3	Contractor	\$82.60	\$84.25	\$85.93	\$87.65	\$89.40
561210FS	Quality Control Technician I	Bachelors	3	Customer	\$70.33	\$71.74	\$73.17	\$74.63	\$76.13
561210FS	Quality Control Technician II	Bachelors	6	Contractor	\$115.53	\$117.84	\$120.20	\$122.60	\$125.05
561210FS	Quality Control Technician II	Bachelors	6	Customer	\$103.26	\$105.33	\$107.44	\$109.59	\$111.78
561210FS	Technical Systems Analyst I	Bachelors	0	Contractor	\$78.07	\$79.63	\$81.22	\$82.85	\$84.50
561210FS	Technical Systems Analyst I	Bachelors	0	Customer	\$65.80	\$67.12	\$68.46	\$69.83	\$71.23
561210FS	Technical Systems Analyst II	Bachelors	3	Contractor	\$116.35	\$118.67	\$121.05	\$123.47	\$125.94
561210FS	Technical Systems Analyst II	Bachelors	3	Customer	\$104.08	\$106.16	\$108.29	\$110.45	\$112.66
561210FS	Technical Systems Analyst III	Bachelors	6	Contractor	\$128.78	\$131.36	\$133.98	\$136.66	\$139.40
561210FS	Technical Systems Analyst III	Bachelors	6	Customer	\$116.49	\$118.82	\$121.20	\$123.62	\$126.09
561210FS	Technical Systems Analyst IV	Bachelors	12	Contractor	\$142.78	\$145.64	\$148.55	\$151.52	\$154.55
561210FS	Technical Systems Analyst IV	Bachelors	12	Customer	\$130.51	\$133.12	\$135.79	\$138.50	\$141.27
561210FS	Senior Technical Systems SME	Bachelors	18	Contractor	\$217.69	\$222.05	\$226.49	\$231.02	\$235.64
561210FS	Senior Technical Systems SME	Bachelors	18	Customer	\$205.43	\$209.53	\$213.72	\$218.00	\$222.36

## 28. Service Contract Act (SCA) Matrix

**Wage Determination Revision No. 9; Revision Date: 12/26/2018**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative/Product Support III	01020 - Administrative Assistant	2015-4405
Administrative/Product Support II	01052 – Data Entry Operator II	2015-4405
Administrative/Product Support I	01051 – Data Entry Operator I	2015-4405
Logistics Performance Analyst I	01020 - Administrative Assistant	2015-4405
Supply Technician II	01410 – Supply Technician	2015-4405
Administrative Assistant	01020 - Administrative Assistant	2015-4405

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## 29. Labor Category Descriptions

### Description of Labor Categories

Following are the descriptions of VectorCSP's Labor Categories. Each Labor Category Description includes the following:

Functional Responsibilities

Required Qualifications: Education, Experience, and/or Certifications

### Professional Services – Business Administrative Services - Administrative Assistant/Administration

#### *Functional Responsibilities:*

Performs varied tasks including word processing, spreadsheet development, filing, research support, meeting logistics, analytical support and schedule maintenance

Labor Category	Required Qualifications
Administrative Assistant	High school degree and 4 years' experience

## **Professional Services – Business Administrative Services - Business Process Consultant**

### ***Functional Responsibilities:***

Develops strategies and approaches for complex analyses and studies to address significant business problems  
Executes strategy to understand or solve a business problem  
Provides functional and business-related guidance based on expert knowledge in a specific domain(s)  
Develops benchmarks and authors reports that delineate finding and recommendations  
Interfaces with executive personnel in a client organization  
Defines an implementation methodology  
Develops feasibility and cost-benefit studies, business process improvement activities, survey development, lifecycle analyses, report writing, briefings and presentations  
Provides post-implementation evaluations and insight

<b>Labor Category</b>	<b>Required Qualifications</b>
<b>Researcher</b>	BS/BA degree and 3 years experience, or 5 years experience without a degree
<b>Business Process Consultant III</b>	MS/MA degree and 5 years' experience, or 10 years' experience without a degree
<b>Business Process Consultant II</b>	BS/BA degree and 8 years' experience, or 15 years' experience without a degree
<b>Business Process Consultant I</b>	BS/BA degree and 15 years' experience, or 20 years' experience without a degree

## **Professional Services – Business Administrative Services - Management Consultant**

### ***Functional Responsibilities:***

Apply in-depth knowledge and experience to organizational problems in one or more functional domains (e.g., Finance, Management, Economics, and Quality etc.)  
Analyze complex problems and identify root causes  
Offer solutions and make recommendations to address organizational problems  
Author studies, papers, articles for internal and external publication  
Provide recommendations and guidance on the implementation of methodologies and use of tools  
Advise on the application of Federal Government guidelines and mandates in a variety of environments  
Communicate throughout the organization at both the technical and management levels  
Support Strategy Sessions, Conferences, Off-Sites and other organizational-level planning sessions  
Support the management team in the implementation of new solutions and process changes

Labor Category	Required Qualifications
<b>Management Consultant III</b>	BS/BA degree and 8 years' experience, or 12 years' experience without a degree
<b>Management Consultant II</b>	MS/MA degree and 10 years' experience, or 15 years' experience without a degree
<b>Management Consultant I</b>	MS/MA and 20 plus years' experience

## Professional Services - Business Administrative Services - Program Control Administration

### *Functional Responsibilities:*

Plans, administers and monitors programs

Documents and tracks project

Labor Category	Required Qualifications
<b>Program Control</b>	AS degree and 5 years' experience, or 8 years' experience without a degree

## Professional Services – Business Administrative Services - Program Manager/Program Management

### *Functional Responsibilities:*

Organizes, directs and coordinates, plans and executes all requirements on large multi-project contracts

Manages multiple program elements focusing on client relationships, cost, schedule and quality

Accountable for the integration and execution of all contractual, financial and technical requirements

Monitors technical progress against schedule and cost

Monitors program execution and interfaces with different organizations to ensure assignments are completed on schedule and within budget

Labor Category	Required Qualifications
<b>Program Manager II</b>	BS/BA degree and 10 years' experience, or 15 years' experience without a degree
<b>Program Manager I</b>	MS/MA degree and 15 years' experience, or 20 years' experience without a degree

## Professional Services – Business Administrative Services - Project Manager

### *Functional Responsibilities:*

Ensures conformance to requirements, valid design and implementation and close coordination with the client for small to mid-size standalone projects or an element of a larger program

Labor Category	Required Qualifications
Project Manager I	BS/BA degree and 5 years' experience, or 10 years' experience without a degree

## Professional Services – Business Administrative Services - Technical Subject Matter Expert

### *Functional Responsibilities:*

Applies in-depth knowledge and experience in one or more technical domains  
Provides recommendations and guidance on System Lifecycle models and implementation, from requirements through operations and maintenance  
Designs technical solutions  
Supports the implementation, testing and documentation of technical solutions  
Supports the choice and implementation of Technical Standards and Industry Best Practices  
Leads or participates on technical teams  
Communicates technical information at meetings, conferences, symposia and other related events  
Authors studies, papers, articles for internal and external publication  
Performs cost-benefit and trade-off studies

Labor Category	Required Qualifications
Technical Subject Matter Expert	Ph.D. and 15 years' experience, or 20 years' experience without a degree

## Professional Services – Business Administrative Services – Technical Writer/ Graphics Specialist

### *Functional Responsibilities:*

Researches, collects and integrates technical information to create concise, readable technical documentation, training materials, customized reports, presentation materials and meeting/briefing agendas  
Provides high-quality editorial support for documents, data, training materials and reports  
Designs computer graphics for use in presentations, documents and training materials

Coordinates, schedules and executes graphic projects done by a team  
 Conducts user-interface surveys to determine best graphic medium and project scope

Labor Category	Required Qualifications
<b>Technical Writer/Graphics Specialist</b>	BS/BA degree and 5 years' experience, or 8 years' experience without a degree

## **Professional Services – Business Administrative Services – Technologist/Technical**

### ***Functional Responsibilities:***

Provides detailed technical support  
 Leads or participates on technical teams  
 Evaluates requirements and develops documentation for items supported

Labor Category	Required Qualifications
<b>Technologist III</b>	BS/BA and 8 years' experience, or 12 years' experience without a degree
<b>Technologist II</b>	BS/BA degree and 10 years' experience, or 15 years' experience without a degree
<b>Technologist I</b>	Ph.D. degree and 15 years' experience, or 20 years' experience without a degree

## **Professional Services - Logistical Services – Acquisition Specialists**

### ***Functional Responsibilities:***

Performs logistics engineering tasks concerned with the design, development and fielding of government systems  
 Provides training program development and implementation, system design/engineering/integration, integrated logistics support, acquisition/life-cycle planning and management, and/or sustained support capability evaluation in support of government programs  
 Performs logistics functions to include acquisition, supply chain, integrated logistics support, manpower and personnel planning, production, distribution, and transportation  
 Develops, directs, coordinates and controls technical and management activities  
 Makes critical judgments and provides approval on the resolution of technical, schedule, performance and/or budgetary problems  
 May be required to provide support to a closed-loop HAZMAT system via design, development, management, or maintenance assistance

Labor Category	Required Qualifications
<b>Logistics Acquisition Specialist I</b>	BS or BA and 4 years experience, or MS or MA and 2 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Logistics Acquisition Specialist II</b>	BS or BA and 8 years experience, or MS or MA and 4 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Logistics Acquisition Specialist III</b>	BS or BA and 12 years experience, or MS or MA and 8 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Logistics Acquisition Specialist IV</b>	BS or BA and 15 years experience, or MS or MA and 12 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Senior Logistics Acquisition SME</b>	BS or BA and 20 years experience, or MS or MA and 15 years experience. HAZMAT certified if necessary

## Professional Services - Logistical Services – Supply Technicians

### *Functional Responsibilities:*

Provides high-level subject matter expertise for logistics analyses and other projects in the areas of supply (Senior Supply SME only)

Provides insight and leadership on issues involving packaging, labeling, bar-coding technology analysis, design, and implementation

Provides technical assistance and analytical support for logistics analyses and other projects in the areas of supply

Provides technical/analytical/engineering support in the areas of supply, materiel handling systems, shipping/receiving, and storage

May be required to provide support to a closed loop HAZMAT system via design, development, management, or maintenance assistance

Labor Category	Required Qualifications
<b>Supply Technician II</b>	HS/equiv and 1 year experience. HAZMAT certified if necessary
<b>Supply Technician III</b>	BS or BA and 3 years experience, or MS or MA and 1 year of experience. Three additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Supply Technician IV</b>	BS or BA and 6 years experience, or MS or MA and 3 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Supply Technician V</b>	BS or BA and 10 years experience, or MS or MA and 6 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary

Labor Category	Required Qualifications
<b>Senior Supply SME</b>	BS or BA and 15 years experience, or MS or MA and 10 years experience. HAZMAT certified if necessary

## Professional Services - Training – Training Specialists

### *Functional Responsibilities:*

Skilled in all areas of Instructional Systems Design methodology  
 Familiar with Human Performance Technology methodology  
 Designs/Develops/Coordinates all logistics training systems to be utilized in government programs (Training Program Manager only)  
 Supervises and/or coordinates with logistics training and instruction personnel  
 Participates in analyses of workforce performance processes  
 Consults on non-training related performance improvement initiatives  
 Develops/Prepares all instructor and student course material to be used in training program  
 Administers training to personnel by conducting formal classroom courses, workshops, seminars, webinars, and computer-based training (CBT)  
 Designs/Develops job aids and other performance-based improvement tools  
 Integrates and assists in maintaining document control systems

Labor Category	Required Qualifications
<b>Training Specialist I</b>	BS or BA and 4 years experience, or MS or MA and 0 years experience. Five additional years experience may be substituted for a BS or BA
<b>Training Specialist II</b>	BS or BA and 7 years experience, or MS or MA and 3 years experience. Five additional years experience may be substituted for a BS or BA

## Facilities - Facilities Services – Administrative/Product Support

### *Functional Responsibilities:*

Provides administrative and clerical support to Managers, Engineers, Logisticians, Trainers and Analysts  
 Performs all aspects of office management, including; filing, scheduling, organizing internal meetings, document control, converting documents to electronic media, etc.  
 Skilled with Microsoft Office Suite  
 Integrates and assists in maintaining document control systems

Labor Category	Required Qualifications
<b>Administrative/Product Support I</b>	HS and 0 years experience
<b>Administrative/Product Support II</b>	HS and 2 years experience
<b>Administrative/Product Support III</b>	AS and 2 years experience, or HS and 4 years experience
<b>Administrative/Product Support IV</b>	BS or BA and 4 years experience. Five additional years may be substituted for a BS or BA

## Facilities - Facilities Services - Director

### *Functional Responsibilities:*

Develops, coordinates, controls, and oversees technical and administrative activities for multiple programs or one large program  
Supervises program directors in the execution of their programs  
Reviews and maintains quality of work  
Reviews and maintains responsibility of program financials  
Makes critical judgments and provides leadership in the resolution of technical, schedule, performance or budgetary problems  
Communicates throughout the organization at both the technical and management levels

Labor Category	Required Qualifications
<b>Director I</b>	BS or BA and 15 years experience, or MS or MA and 10 years experience. Five additional years experience may be substituted for a BS or BA

## Facilities - Facilities Services – Logistics/Business Consultant

### *Functional Responsibilities:*

Expert in a particular discipline such as: acquisition, or Integrated Logistics Support  
Provides recommendation/guidance on methodology implementation and use of tools  
Performs the most original, complex, and/or innovative tasks  
Analyzes and resolves complicated and unique problems  
Makes judgments and provides advice on the resolution of technical, schedule, performance or budgetary problems of a unique and difficult nature

Labor Category	Required Qualifications
<b>Logistics/Business Consultant I</b>	Ph.D. and 3 years experience, or MS or MA and 6 years experience, or BS or BA and 9 years experience. Five additional years experience may be substituted for a BS or BA

Labor Category	Required Qualifications
<b>Logistics/Business Consultant II</b>	Ph.D. and 6 years experience, or MS or MA and 9 years experience, or BS or BA and 12 years experience. Five additional years experience may be substituted for a BS or BA
<b>Logistics/Business Consultant III</b>	Ph.D. and 9 years experience, or MS or MA and 12 years experience, or BS or BA and 15 years experience. Five additional years experience may be substituted for a BS or BA

## Facilities - Facilities Services - Program Manager

### *Functional Responsibilities:*

Organizes, directs and coordinates the planning/production of all contract support activities  
Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations  
Maintains and manages the client interface at senior levels of the client organization  
Develops, coordinates, controls, and oversees technical and administrative activities for one or more logistics, acquisition, training, technical, or engineering programs  
Supervises project leaders in the execution of their projects  
Reviews and maintains quality of work  
Reviews and maintains responsibility of program financials  
Makes judgments and provides advice on the resolution of technical, schedule, performance and/or budgetary problems  
Communicates throughout the organization at both the technical and management levels

Labor Category	Required Qualifications
<b>Program Manager I</b>	BS or BA and 8 years experience, or MS or MA and 4 years experience. Five additional years experience may be substituted for a BS or BA
<b>Program Manager II</b>	BS or BA and 10 years experience, or MS or MA and 6 years experience. Five additional years experience may be substituted for a BS or BA

## Facilities – Facilities Services - Project Manager

### *Functional Responsibilities:*

Develops, coordinates, controls, and oversees technical and administrative activities for one or more logistics, acquisition, training, technical, and/or engineering projects  
Provides strategic planning, concept development and requirement analyses, system design/engineering/integration, integrated logistics support, acquisition/life-cycle management, and/or training program development and implementation in support of

government programs  
 Supervises and leads project teams in the execution of their projects  
 Reviews and maintains quality of technical work  
 Reviews and maintains responsibility of project financials  
 Makes judgments and provides advice on the resolution of technical, schedule, performance and/or budgetary problems  
 Communicates throughout the organization at both the technical and management levels

Labor Category	Required Qualifications
<b>Project Manager I</b>	BS or BA and 3 years experience, or MS or MA and 1 year of experience. Five additional years experience may be substituted for a BS or BA
<b>Project Manager II</b>	BS or BA and 5 years experience, or MS or MA and 3 years experience. Five additional years experience may be substituted for a BS or BA

## Facilities – Facilities Services – Logistics Information Specialist

### *Functional Responsibilities:*

Participates in analyses of workforce performance processes and/or logistics business processes in regards to information systems  
 Experience in analyses, design, or maintenance of complex logistics software systems including computer simulation, client/server architectures, networking techniques and protocols, databases, programming languages, and operating systems  
 Proficiency formulating specifications for computer programmers to use in coding, testing, and debugging of logistics software  
 Skilled in coding, testing, and debugging computer programs  
 Assists in the development of graphics, documents, or products  
 Knowledge of current logistics systems software and equipment technology that would enable the recognition of developments potentially applicable to the logistics application  
 Integrates and assists in maintaining document control systems  
 Assists in preparing technical and/or scientific reports  
 Edits and/or assists in authoring studies, papers or articles for internal or external publication

Labor Category	Required Qualifications
<b>Logistics Information Specialist II</b>	BS or BA and 2 years experience. Five additional years experience may be substituted for a BS or BA

Labor Category	Required Qualifications
<b>Logistics Information Specialist III</b>	BS or BA and 5 years experience, or MS or MA and 0 years experience. Five additional years experience may be substituted for a BS or BA
<b>Logistics Information Specialist IV</b>	BS or BA and 8 years experience, or MS or MA and 3 years experience. Five additional years experience may be substituted for a BS or BA

## Facilities – Facilities Services – Logistics Performance Analyst

### *Functional Responsibilities:*

Expert in Instructional Systems Design and Human Performance Technology methodology (Logistics Performance Systems SME only)  
Applies in-depth knowledge and experience in analyzing organizational and/or performance processes  
Skilled in Information Mapping methodology  
Designs, develops and implements training in the areas of organizational management and performance improvement  
Assists in the conduct of complex logistics analyses involving manpower/personnel  
Offers solutions and makes recommendations addressing organizational and/or performance problems  
Responsible for coordinating the development of graphics, documents, and/or products  
Integrates and assists in maintaining document control systems  
Prepares final technical and/or scientific reports  
Edits and/or assists in authoring studies, papers or articles for internal or external use

Labor Category	Required Qualifications
<b>Logistics Performance Analyst I</b>	BS or BA and 0 years experience, or HS and 3 years experience
<b>Logistics Performance Analyst II</b>	BS or BA and 3 years experience. Five additional years experience may be substituted for a BS or BA
<b>Logistics Performance Analyst III</b>	BS or BA and 6 years experience, or MS or MA and 3 years experience. Five additional years experience may be substituted for a BS or BA
<b>Logistics Performance Analyst IV</b>	BS or BA and 12 years experience, or MS or MA and 8 years experience. Five additional years experience may be substituted for a BS or BA

Labor Category	Required Qualifications
<b>Logistics Performance Systems SME</b>	BS or BA and 20 years experience, or MS or MA and 15 years experience

## Facilities – Facilities Services – Quality Control

### *Functional Responsibilities:*

Designs, develops, integrates and maintains all quality control systems for government programs including a closed-loop HAZMAT system if necessary  
 Performs a variety of logistics tasks concerned with the quality and acceptability of design, development and fielding of government systems  
 Performs quality functions to include reviewing acquisition, supply chain, integrated logistics support, manpower planning, production, distribution, and transportation  
 Maintains quality records, performs quality audits, and maintains quality assurance standards to meet evolving industry and government quality requirements  
 Performs systems integration and requirements reviews and audits

Labor Category	Required Qualifications
<b>Quality Control Technician I</b>	BS or BA and 3 years experience, or MS or MA and 0 years experience. Five additional years of experience may be substituted for a BA or BS. HAZMAT certified if necessary
<b>Quality Control Technician II</b>	BS or BA and 6 years experience, or MS or MA and 3 years experience. Five additional years of experience may be substituted for a BA or BS. HAZMAT certified if necessary
<b>Quality Control Manager</b>	BS or BA and 12 years experience, or MS or MA and 8 years experience. Five additional years of experience may be substituted for a BA or BS. HAZMAT certified if necessary

## Facilities - Facilities Services – Technical Systems Analyst

### *Functional Responsibilities:*

Performs a variety of logistics tasks concerned with the design, development and fielding of government systems  
 Performs logistics functions to include acquisition, supply chain, integrated logistics support, manpower planning, production, distribution and transportation  
 Provides training program development and implementation, system design/engineering/integration, integrated logistics support, acquisition/life-cycle planning and management, and/or sustained support capability evaluation in support of government programs  
 Provides program management support to include project control, planning, and cost analysis

Performs systems integration and requirement analyses in support of the design interface process

Performs acquisition, training, technical, engineering, scientific, and/or analytical functions in support of logistics programs

Provides strategic planning for logistics systems, concept development and requirement analyses, and/or training program development/implementation in support of government programs

Assists in the development of technical and support products

May be required to provide support to a closed-loop HAZMAT system via design, development, management, and/or maintenance assistance

Labor Category	Required Qualifications
<b>Senior Technical Systems SME</b>	BS or BA and 18 years experience, or MS or MA and 10 years experience. HAZMAT certified if necessary
<b>Technical Systems Analyst I</b>	BS or BA and 0 years experience, or HS and 3 years experience. HAZMAT certified if necessary
<b>Technical Systems Analyst II</b>	BS or BA and 3 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Technical Systems Analyst III</b>	BS or BA and 6 years experience, or MS or MA and 2 years experience. Five additional years experience may be substituted for a BS or BA. HAZMAT certified if necessary
<b>Senior Technical Systems SME</b>	BS or BA and 18 years experience, or MS or MA and 10 years experience. HAZMAT certified if necessary